

## **HALL MEMORIAL LIBRARY MEETING ROOM POLICY**

The Hall Memorial Library has meeting rooms available for use by the community, without charge. Community-based groups and businesses, and groups with Ellington members may use the rooms, following these guidelines. Library programs and activities have first priority.

- Groups and businesses may use the rooms for meetings, educational, cultural or civic activities, or activities of general interest to the community.
- The rooms may not be used for private parties, political campaigns or worship services. Products or services may not be advertised or sold.
- Admission fees, collections, or fund-raising activities other than those that benefit the library are not permitted.
- Smoking or alcoholic beverages are not permitted anywhere in the building. Light refreshments are permitted in the meeting rooms only.
- Juvenile groups, under the age of 16, may use the rooms with verified adult supervision.
- Meeting Rooms will be booked on a first-come, first-served basis up to 12 months in advance. Regularly scheduled meetings may be booked no more than 12 months at a time from the date of application.
- An application form must be completed and approved in order to confirm a room reservation. All applications are approved at the discretion of the Library Director. Any exceptions may be made only with the permission of the Library Director, and must be presented in writing.
- The library must be notified of any cancellations. If the library is closed due to storms or other emergencies, scheduled groups will be notified, but it is the responsibility of the organization to notify those who would be attending the meeting. The library is not responsible for any cost incurred by any organization as a result of such closings.
- Phone messages will be taken for meeting attendees only in emergencies
- Groups are responsible for setting up the rooms, for cleaning up afterwards, and bringing all supplies needed. No supplies may be stored.
- Groups will be held responsible for any damage incurred. Continued use of library facilities depends upon on adherence to this policy.
- The Library is not responsible for damages or loss to equipment, supplies or personal property of organizations or members.

**APPROPRIATE BEHAVIOR IS NECESSARY AT ALL TIMES, IN THE ROOMS, IN THE LIBRARY AND ON THE GROUNDS.**

## HALL MEMORIAL LIBRARY MEETING ROOM APPLICATION

**\*Upstairs Meeting Room** -- 80 persons. Tables, chairs, stage and a kitchenette are available. Light refreshments may be served. For meetings during library hours only (M-TH 10 AM-8 PM, F-SA 10 AM-5 PM, SU 1-5 PM). Not appropriate for noisy activities.

**\*The Children's Department Craft/Program Room** -- 40 persons. Tables, chairs and running water are available. Light refreshments may be served. For meetings during library hours only (M-TH 10 AM-8 PM, F-SA 10 AM-5 PM, SU 1-5 PM). Best choice for children's groups. This room may be divided to accommodate two smaller groups.

**\*The McKnight Community Room** -- 25 persons. Tables, chairs, and a kitchen are available. Light refreshments may be served. Available for meetings extending beyond library hours, 9:00 AM-10:30 PM weekdays; occupancy must begin or end during library hours. Not available for weekly evening meetings.

**\*The Study Room** -- 10 persons. Tables and chairs. For meetings during library hours only (M-TH 10 AM-8 PM, F-SA 10 AM-5 PM, SU 1-5 PM). Not appropriate for noisy activities.

Groups are responsible for setting up the rooms, for cleaning up afterwards, and bringing all supplies needed. No supplies may be stored. Only those items listed below are supplied.

### PLEASE FILL OUT THE FOLLOWING APPLICATION COMPLETELY

ORGANIZATION\_\_\_\_\_

ADDRESS\_\_\_\_\_

RESPONSIBLE PARTY MAKING APPLICATION\_\_\_\_\_

TITLE\_\_\_\_\_

PHONE\_\_\_\_\_EMAIL\_\_\_\_\_

DATE(S) OF MEETINGS\_\_\_\_\_

START AND END TIME OF MEETING(S)\_\_\_\_\_

PURPOSE OF MEETING\_\_\_\_\_

APPROXIMATE ATTENDANCE\_\_\_\_\_

#### ROOM REQUESTED:

MCKNIGHT COMMUNITY ROOM (25 persons)\_\_\_\_ UPSTAIRS MEETING ROOM (80 persons)\_\_\_\_

CHILDREN'S DEPT. PROGRAM ROOM (40 persons)\_\_\_\_ THE STUDY ROOM (10 persons)\_\_\_\_

#### EQUIPMENT REQUESTED:

TABLES\_\_\_\_ CHAIRS\_\_\_\_ LECTERN\_\_\_\_ DIGITAL PROJECTOR\_\_\_\_ SCREEN\_\_\_\_ WHITE BOARD/EASEL\_\_\_\_  
VIDEO CASSETTE PLAYER/MONITOR\_\_\_\_ DVD PLAYER\_\_\_\_ 30-cup COFFEE MAKER\_\_\_\_ OVERHEAD  
PROJECTOR\_\_\_\_

I understand that my organization will be held responsible for any damage incurred; that the guidelines for meeting room use must be adhered to; and that our continued use of the meeting rooms depends upon our ability to follow these guidelines. I have read the guidelines before filling out this application.

SIGNATURE OF APPLICANT\_\_\_\_\_DATE\_\_\_\_\_